

**POLICE CONDUCT OVERSIGHT COMMISSION
POLICY AND PROCEDURE COMMITTEE**

Minutes

Regular Meeting February 23, 2016

Starting at 6:00 p.m.

350 Fifth Street, Room 241, Minneapolis, MN 55407

Committee members Present: Amran Farah, Afsheen Foroozan, and Jennifer Singleton (Chair); (quorum 2).

Committee Members Absent: None.

Staff Present: Ryan Patrick, Police Conduct Operations Supervisor.

Chair Singleton called the meeting to order at 6:02 p.m. A quorum of the Commission was present.

Singleton moved to adopt meeting agenda.

Seconded.

No discussion. All-in-favor. None opposed.

The motion carried.

Farah moved to approve the meeting minutes from January 26, 2016.

Seconded

No Discussion. All-in-favor. None opposed.

The motion carried.

Committee Orientation and Expectations

Chair Singleton addressed the Committee; the following are the main points from her presentation:

- If an individual would like an item added to the agenda please submit the request one week in advance.
- In general one person will take the lead on a project, who does work with the office and outside of meeting times; once information is gathered we decide as a group who and what needs to be done with the project.
- Cases are tracked in an issues queue, which is divided categories and assign case summaries with a hyperlink to each; Mr. Patrick can review the queue.

With the conclusion of the update from Chair Singleton, she opened the floor for discussion. The following is a list of speakers during the discussion and an abstract of each individual's comments:

Pending Approval

Farah - asked what is expected to be seen at some point with regard to the queue and is there anything online to see what is in the queue.

Singleton - it was developed as a method to keep track of cases; there were so many issues coming up that the Committee didn't want to work on one issue and lose sight of others; it is on the website and will link it to the agenda for easy access to the document.

Patrick – indicated that the queue is a Google sheet and it is typically up on the screen during the meetings.

With no further discussion on the matter, the Chair moved to the next item on the agenda.

Ongoing Business

Review of MPD Policy and Procedure Manual

Police Conduct Operations Supervisor, Ryan Patrick, addressed the Committee. The following are the main points from his update:

- At the last meeting Commander Case asked the Committee to work on the MPD Policy and Procedure manual and also look at the discipline matrix.
- There are a lot of issues between the manual and the matrix; the manual is outdated and includes several level offenses that are not consistent with the discipline matrix.
- There are two main projects: take a deep look in to the Policy and Procedure manual, separating what is policy and what is procedural, meanwhile re-doing the discipline matrix as a companion document.
- Each chapter would have its own part so the document is continuous.
- Additionally there is a bevy of tactical manuals referenced in the policy and procedure manual, which include tactical information, confidential reliable informants, and standard operating procedure materials.
- The manuals have not been updated or need updating and are still in the works.
- There is another civilian organization and other bodies looking at the manuals that are foundational.

With the conclusion of Mr. Patrick's update, Chair Singleton opened the floor for discussion. The following is a list of speakers during the discussion and an abstract of each individual's comments:

Foroozan - asked if an appendix to the manual be created that would have a large discipline chart to provide a quick reference to what is in each chapter. The project also provides a clean slate that could eliminate several issues for Chief Harteau.

Farah - asked about mitigating circumstances and if there is a way that one can actually track factors used in the decision making process.

Pending Approval

Singleton - asked if the union contract spells out anything for the Chief's review process.

Patrick - the discipline matrix will expand considerably; the way it is currently set up it is not useful; mitigating, baseline, and aggravating circumstances do not necessarily reflect what is happening in the past. An officer can receive a 10 hour suspension and another 40 for the same level offense; there are issues that need to be cleaned up and it should be an interesting process. Perhaps hold off on the second set of manuals until after Commander Case returns to address the Commission due to the nature and sensitivity of some of the materials.

The Chair recognized Commissioner Farah and the following motion was made:

Moved to develop methodology in revamping the policy and procedure manual for the Minneapolis Police Department.

Seconded.

Chair Singleton opened the floor for discussion. With no further discussion in the matter the Chair calls for a voice vote.

All-in-favor. None opposed.

The motion passed.

Mental Health Study

Police Conduct Operations Supervisor, Ryan Patrick, addressed the Committee. The following are the main points from his update:

- The office is doing a lot of work with best practices research.
- The Houston Police Department has agreed to talk to us regarding their policies and procedures.
- Houston has a co-responder system with a CIT core in addition to a mental health unit with 30 sworn and 30 with degrees in psychology or sociology.
- They provided us with a wealth of information we also found a lot of other sources from our community partners.
- There is a recommendation to provide all MPD officers with CIT training.
- A 24-hour drop-in cite is in the works for Hennepin County.
- MPD does not currently have a mental health response policy.
- There is a form that is supposed to be in use with the CIT team, which has not been used in some time; bringing it back will lead to the ability to collect data for analysis.
- Houston is supportive of 911 dispatch training; they use a flow-chart of questions to appropriately dispatch and code the incident.
- Working toward creating a workgroup to analyze policies, in particular the co-responder program; have received written documentation from Houston.

Pending Approval

- Employing community resources and departments on several different levels.

With the conclusion of Mr. Patrick's update, Chair Singleton opened the floor for discussion. The following is a list of speakers during the discussion and an abstract of each individual's comments:

Foroozan - asked if the committee reviews the report or if it goes straight to the commission. Also asked if there was an official policy if that would require a redoing of the policy and procedure manual and if there is any data on how many officers have degrees in social work.

Singleton – asked if there has been a meeting with the MPD as of this time.

Patrick – stated that the full report is a draft and a copy will be sent to relevant partners and the work begins; there is a lot of information, which is hard to distill. Part of the policy right now lumps disabled individuals with language issues; there is quite a bit under one category and no real coherent method of dealing with mental health issues; it would be difficult to hold an officer accountable. The PCOC has received a lot of support from Commander Schoenburger and received some data and input from them. The CIT Coordinator has a Doctorate in Psychology.

With no further discussion on the matter the Chair moved to the next item on the agenda.

New Business

Case Summaries Referred from the PCOC

Chair Singleton opened the floor for discussion on Case Summary 16.01.06. The following is a list of speakers during the discussion and an abstract of each individual's comments:

Singleton - the incident involves an officer's unwillingness to provide name or badge number; indicated that she is interested in looking into how to remove obstacles, if there are issues with submittal, and what is happening in the process of these incidents. She would also like to include in the issues queue grouped together with complainant follow-up issue category to see if there is a correlation.

Foroozan - asked if it is possible to modify uniform to have name and badge information embroidered directly to the uniform.

Patrick - there is a great deal of detail with regard to dress code and regulation.

With no further discussion on the matter, the Chair moved to the next item on the agenda.

Pending Approval

Framework for the Chief's Performance Review

Commissioner Foroozan addressed the committee. The following are the main points from his presentation:

- Gleaned information from a 2014 follow-up report on the PCOC contribution to the Chief's review.
- The Chief's review involves a 360 degree review process.
- The performance review took place in 2013 and the next was scheduled for 2015; which indicates that the next review will take place in 2017 or a date determined by the Mayor.
- Given that exact dates are unclear for the next review it is advisable to formally request the schedule or timeline from the Mayor on the first day of the calendar year.
- Recommend setting dates for public listening sessions.
- Perhaps it is advisable to request data from the MPD or as a commission to develop a rubric on performance.

With the conclusion of Commissioner Foroozan's presentation, the Chair opened the floor for discussion. The following is a list of individual speakers and an abstract of their comments:

Farah - asked if there is a way to put together framework on how the PCOC can contribute in the 2017 review process. We can do a formal review to the mayor and then have a public hearing when we get closer to 2017. Also, she asked if there are any other governmental bodies that provide input in the review process.

Singleton - liked the idea of creating a rubric and clearly defining and figuring out a plan that includes the public and indicates that it would be wise to ask the mayor, either formally or informally, if there is a plan in place.

Foroozan - indicated that it would make sense to request the timeline from the Mayor and will put together the request for review next month. He also asked if there is a form that is used in the process and if it is possible to gain access to a blank form for a reference.

Patrick - stated that he has not seen a review but can inquire if there an actual form that is used. There is a method in which the city reports results and wonder if the data or review process is somehow tied into that process and schedule. He will look into it for next meeting.

With no further discussion on the matter, the Chair moves to the next item on the agenda.

Pending Approval

Public Comment

The following is a list of speakers and an abstract of their individual comments:

Kathy Czech:

- There will be a conference call on March 10, 2016 from 11:00 a.m. to 1:00 p.m. with Dr. Sarah Abbot and Framingham, MA Deputy Chief Craig Davis regarding the co-responder model. Will send more information about the call in the near future.
- There are currently 20-30 individuals involved with the mental health workgroup; it is a diverse group.
- The Hennepin County round table, which is a group similar to the Downtown 100, should be contacted and included in the workgroup.
- Advisory group and consumer network.
- Expressed issues involving a drop-off center lacking a therapeutic environment for those using the facility in addition to draining resources from the co-responder program.

Chuck Turchick:

- Indicated that the Mayor does not inform when the Chief's review will take place and advises to put the request in writing.
- Discussion regarding complaint process manual which may provide examples of mitigating factors, which is public.
- The Policy and Procedure manual varies from the MPD website and insidempd.com; section revisions discussed at the last full commission meeting are not on the website.
- Tape over badge numbers has no level of violation listed for the offense.
- Indicates that he filed a complaint and did not get a copy of the materials or follow-up letter; unsure if this was intentional but had nothing that indicates a complaint was made.

Foroozan - addressed Mr. Turchick indicating that the Commission is committed to remedying some past issues and hopes that he feels the Commission is more responsive to the community's input moving forward. Additionally the Commission will be reviewing the policy manual and putting steps in motion to begin addressing these types of issues.

Adjournment

With all of the Committee's business being concluded, the Chair entertained a motion:

Farah moved to adjourn.

Seconded.

All in favor. None opposed.

The motion carried.

Chair Singleton adjourned the meeting at 7:11 p.m.